

**TOWN OF CONCORD
SELECT BOARD
MINUTES
July 13, 2020
4:00PM
VIDEO CONFERENCE CALL**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on July 13, 2020 at 4:00pm.

Present were Michael Lawson, Chair; Linda Escobedo, Clerk; Terri Ackerman, Jane Hotchkiss, and Susan Bates. Also present was Stephen Crane, Town Manager.

Call to Order

Select Board Chair Michael Lawson called the meeting to order at 4:00pm.

Consent Agenda

-Town Accountant Warrants

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the consent agenda

Roll call vote

Mike Lawson: Aye

Terri Ackerman: Aye

Jane Hotchkiss: Aye

Linda Escobedo: Aye

Susan Bates: Aye

Town Manager Update

Mr. Crane reported that Town staff and community groups are in the early planning stages for an outdoor community event. The most prominent idea is to do an outdoor movie. The group working on this is actively tracking vendors and exploring marketing ideas.

Mr. Crane reported that the Town's Shared Spaces grant application to the State was unfortunately not accepted. The Town will continue to look for grant opportunities to help the local business community.

The Town is planning the first floor renovation of Town House. The project is out to bid, and the Town has received four bids so far. The Town is holding off on planning decisions based on final responses to the bids. Mr. Crane expects to have an update on the FY21 Budget in mid-August.

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Chair's Remarks

Town Meeting is scheduled for September 13th at the Doug White Field. The Town Moderator and Town staff are working out the logistics for this meeting on an ongoing basis.

The updated Town Meeting Warrant is being determined. The Finance Committee and Select Board met in a joint meeting today to recommend which articles are placed on the consent agenda, and which articles are to be moved at the meeting. The Moderator will be meeting with the chair, and vice-chair or clerk of both the Select Board and Finance Committee to figure out the dates for the additional public hearings to be scheduled ahead of Town Meeting. These public hearings will be broadcast and recorded, and will be used as the background for the articles moved at Annual Town Meeting, as there will not be presentations on articles on the day of the Town Meeting.

Agreement between the Town and the Library Corporation

Mario Favorito and Sherry Litwack of the Library Corporation worked with Mr. Lawson and Mr. Crane over several months to develop a new draft agreement between the Library Corporation and the Town. There will be a public hearing at the July 27th Select Board meeting to get public input on the agreement. Mr. Favorito circulated a memo, which is referenced below, that outlines the changes between the last agreement and the new one. Mr. Lawson highlighted the following memo categories that outline the key changes to the agreement by section.

Introduction

This part of the Agreement provides more historical information relating to the Library formation and updates footnote 1.

Section 1 Library Mission

This Section updates the Library's Mission and the Library Corporation's relation thereto.

Section 2 Library Policies

This Section more clearly defines the policy areas for which each entity is responsible and maintains the principle that policies of the Town and the Library are not to be inconsistent with one another.

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Section 3 Town and Corporation Responsibility

This Section more clearly defines the areas (such as hours of Library operation, setting fines; budgeting, fund raising) for which each entity is responsible.

Section 4 Administration

This Section defines the Library Director's administrative responsibilities and requires the Library Director to attend the Corporation's monthly meetings and report on Library operations. This allows both the Library Director and the Library Corporation to be current with the activities and plans of the other so as to (a) coordinate the same and (b) inform the Town Manager and Library Committee as to matters with which the Library Corporation is dealing that may affect Library operations.

Section 5 Ownership of Property

This Section defines which entity owns what property that comprises the "Library".

Section 6 Director, Curator, Special Collections, Vault Space

This Section has been substantially revised and more explicitly defines among other matters, the role of the Town Manager, the Library Corporation, the Curator, responsibilities re Special Collections, use of the Library vault space, the Library Corporation's relation to Library staff and responsibilities re the performance evaluation of the Library Director and Curator.

Section 7 Library Maintenance

In recent times the Library Corporation has found that the Town has certain capabilities that can help with the maintenance of Library facilities at a reimbursed cost lower than outside vendors. This Section is a "place holder" to allow the Town and the Corporation to explore synergies for more efficient and lower cost ways of maintaining the Library physical plant.

Section 8 Budgeting

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This Section now requires that the Library Corporation, in addition to providing the Town with a copy of its annual budget and audited financials, to also provide the Town with a five-year capital plan.

Section 9 Library Revenue Sources

This Section identifies revenue sources for Town and Library Corporation funds and now provides a mechanism to address ambiguities in bequests and gifts for “for Library purposes”.

Section 10 Library Expenses and Renovations

This Section determines which entity has responsibility for operating and capital expenses. Importantly, the Revised Town Corporation Agreement carries over the requirement that no renovations or expansion of library facilities that may increase Library staffing or materially impact the Town’s operating costs shall be undertaken by the Corporation without consultation with the Town and now specifically lists the Library Committee in addition to the Library Director and the Town Manager. It also requires that deliberations be mindful “of community goals as set forth in the Town Long Range Plan”. In this connection, the Library Corporation, as required by the Current Town Corporation Agreement, before purchasing 151 Main Street consulted with the Town Manager and Library Director and Town staff before moving forward. This Section increases the minimum required annual Library Contribution for books and materials from \$50,000 to \$ 75,000 although the Library Corporation has in recent years provided \$125,000 annually to the Library for this purpose.

Section 11 Communications

This is a new Section and was placed into the Revised Town and Library Corporation Agreement to recognize the need for communication among the major Town parties involved with the Library. It includes a provision (subsection 11 (d)) that provides for regular communication between the Library Corporation President and the Town Manager to discuss library operations and whether the Revised Town Corporation Agreement is working as intended.

Section 12 General Provisions

This Section is essentially unchanged

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Select Board Positions of Warrant Articles

Mr. Lawson noted that the consent agenda will be utilized more heavily this year in order to accommodate the logistical and public health concerns with holding Town Meeting during the COVID-19 Pandemic. However, if any ten voters want something off the consent agenda at Town Meeting, it will be up for discussion at the meeting.

The Select Board voted for the articles in the chart below to be placed on the consent agenda.

Proposed Consent Agenda

Article #	Article Name	Affirmative Action	No Action	Statement For TM	Select Board Member
4	Ratify Personnel Board Classification Actions	X			
5	Classification & Compensation Plan for Regular-Status Positions	X			
7	Accepting Provisions of Section 103(J) of M.G.L. Chapter 32, as Amended by Section 19 of Chapter 188, so as to Increase the COLA Base	X			
8	Use of Free Cash	X			
12	Authorize Expenditure of Revolving Funds Under M.G.L. Chapter 44, Section 53E1/2	X			
13	Affordable Housing Trust Bylaw	X			
14	Funds for Affordable Housing	X			
15	Senior Means Tested Property Tax Exemption	X			
17	Light Plant Expenditures & Payment in Lieu of Taxes	X			
18	Solid Waste Disposal Fund Expenditures	X			
19	Sewer System Expenditures	X			
20	Sewer Improvement Fund Expenditures	X			

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21	Water System Expenditures	X			
22	Authorize Expenditure from PEG Access & Cable-Related Fund	X			
23	Beede Swim & Fitness Center Enterprise Fund Expenditures	X			
24	Minuteman Regional Technical High School District Budget	X			
29	Middle School Stabilization	X			
35	Hammerhead Lot	X			
36	Criteria for Parking Relief	X			
38	Zoning Bylaw Amendment — Fairs, Bazaars, Antique Shows, Suppers and Dances	X			
39	Zoning Bylaw Amendment — Prohibited Uses	X			
44	Community Preservation Committee Appropriations	X			
50	Additional Liquor Licenses	X			
52	Debt Rescission	No Motion			

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: that the Select Board takes affirmative action on all the articles listed for the proposed consent agenda, with the exception of Article 52 (Debt Rescission).

Roll call vote

Mike Lawson: Aye

Terri Ackerman: Aye

Jane Hotchkiss: Aye

Linda Escobedo: Aye

Susan Bates: Aye

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to appoint Nathaniel Welch of 141 Stow Street to the Bruce Freeman Rail Trail Advisory Committee for a term to begin August 1, 2020, set to expire April 30, 2023.

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Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Committee Liaison Reports

Ms. Bates reported that on July 7, the Planning Board held two public hearings. The first hearing was on an application from Minuteman Arc, who are looking to expand their parking area. There will be site visit next week. The second hearing was a review of an application from JPMorgan Chase to rebuild the now closed Citizens Bank on the corner of Baker Avenue and Main Street. They want the building closer to the sidewalk and the parking shifted to back of the building. The Economic Vitality Committee met, and Ms. Bates reported that the Concord-Carlisle Community Chest has a \$50,000 fund to support local businesses, which is funded by tax-deductible donations. The Economic Vitality Committee discussed developing an e-commerce sub-committee with the goal of helping local businesses improve their online sales.

Ms. Escobedo reported that the Zoning Board of Appeals approved the Concord Mill Run project. The ZBA is concerned about how they would be able to respond to amendments to Article 34 at Annual Town Meeting given the current proposed format.

Ms. Ackerman attended the Board of Assessors, where they discussed the Fenn School's purchase of 676 Monument Street. The Board of Assessors also accepted the Concord Gun Club's forestry renewal plan.

Ms. Hotchkiss reported that none of her committees had met.

Mr. Lawson attended an Annual Town Meeting planning meeting with Town staff and the Town Moderator. There will be a Chair's Breakfast meeting on Wednesday, July 14 at 8:30am.

Miscellaneous Correspondence

Mr. Lawson reported correspondence from a resident requesting an opportunity for greater public input on the Library Corporation and Town updated agreement. Mr.

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Lawson noted this correspondence contributed to his decision to have a public hearing on the matter on July 27.

Public Comments

There were no public comments.

Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to adjourn

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Minuteman Media Network Coverage:

<https://www.youtube.com/watch?v=lcCtC4D2Qs4>

Meeting Documents: <https://concordma.gov/DocumentCenter/View/25402/July-13-SB-Packet-2->